

*Summary*

Under general supervision, represent operating department to coordinate vehicle and equipment maintenance and procurement functions.

*Typical Duties*

Develop and implement departmental vehicle and equipment maintenance functions. Involves: establishing preventive maintenance schedules and procedures; arranging and tracking unscheduled maintenance of unit vehicles and equipment; inspecting vehicles and equipment for proper operation and determining maintenance needs; completing work order forms and approving cost estimates; verifying that requested repairs have been made and charges on invoices issued by contracted repair staff; tracking purchase orders and requests for warranty repairs or service; reporting unsafe working conditions of equipment; ensuring that pre- and post- operation inspections are performed by operator staff, unit vehicles and heavy equipment are kept washed, tidy and properly fumigated, and that spare vehicles are readily available; evaluating condition of vehicles and equipment, and recommending and arranging for consignment, disposal or replacement with pertinent City employees; conducting vehicle and equipment preventive maintenance training in conjunction with operator and supervisory personnel; investigating vehicle accidents, if assigned; preparing and maintaining documentation log of work done on unit vehicles.

Assist in procurement process of vehicles, equipment and other commodities. Involves: drafting heavy equipment and vehicle specifications for review by senior staff; meeting with vendors to discuss unit needs; conferring with senior staff in selection of contract bids; inspecting new vehicles or equipment received against specifications; reviewing and analyzing departmental fuel consumption patterns and making recommendations as required; overseeing procurement, storage and issuance of various supplies and materials; preparing cost estimates for other projects, as assigned.

Supervise assigned staff. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance; coaching and arranging for or conducting job training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; conducting section safety meetings; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants and recommending selections for hire.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: issuing vehicle keys and fuel cards within designated limits; serving as unit emergency contact, if assigned; substituting for supervisor, coworkers or subordinates as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded non-supervisory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under close supervision; logging activities, and preparing and submitting recurring or special status reports; keeping tools, equipment and work area orderly, safe and clean.

*Minimum Qualifications*

Training and Experience: Graduation from high school or G.E.D equivalent plus five (5) years experience in the regular operation or maintenance of heavy equipment, or with storekeeping of automotive parts using an automated inventory control system, or scheduling and tracking of work assignments; or graduation from an accredited college or university with an Associate's Degree in Business Administration or related field plus two (2) years experience increasingly responsible clerical experience in support of purchase order placement, purchase requisitions processing, inventory control or contract administration; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: business English; work scheduling procedures. Some knowledge of: purchasing procedures; tools and hazards associated with heavy equipment operations; supervisory and inventory control techniques.

Ability to: detect, identify and describe potential mechanical problems; establish priorities and make sound decisions; express oneself clearly and concisely, orally and in writing to communicate departmental needs and expectations; establish and maintain effective working relationships with subordinates, fellow employees, officials and vendors; exercise delegated supervisory authority firmly and impartially to direct, train and evaluate work of assigned employees and enforce departmental and personnel rules; maintain records and prepare reports; maintain stock at authorized levels.

Skill in safe operation and care of: personal computers or network workstation and generic business productivity software comparable to that installed; common office equipment.

Physical Effort and Work Environment: Occasional: bending, stooping, or climbing to examine heavy equipment or vehicles; exposure to inclement weather; driving through city traffic.

Licenses and Certificates: Valid Texas Class "C" Driver's License, or equivalent issued by another state. Some positions require a valid Class "B" Commercial Driver's License.

Special Requirements: Subject to call back, and working rotating shifts, flexible hours, weekends, holidays, and extended hours. Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares [or positions of a safety sensitive nature within Mass Transit] are subject to federal drug and alcohol testing regulations, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

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Director of Personnel

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Department Head

OFFICIAL